

2006

Special Appointment Authorities and Program Guide



SPECIAL APPOINTMENT AUTHORITIES
AND PROGRAM GUIDE

TABLE OF CONTENTS

Introduction	1
Matrix (Student Employment/Intern Programs).....	4
Matrix (Employment of People With Disabilities Programs).....	6
Matrix (Employment of Veterans Programs).....	8
Part I – Student Employment	11
The Bilingual/Bicultural Program	12
Health and Human Services Academy at Eastern High School	13
Student Temporary Experience Program	14
Student Career Experience Program.....	15
Student Volunteer.....	17
Part II – Student Internships	19
Asian Pacific American Institute for Congressional Studies’ (APAICS) Summer Internship Program	20
The Federal Career Intern Program	21
HHS Emerging Leaders Program	22
Hispanic Association of Colleges and Universities (HACU) National Internship Program.....	23
HRSA Scholars Program	25
International Leadership Foundation	27
National Association for Equal Opportunity in Higher Education (NAFEO) Intern Program	28
Organization of Chinese Americans’ (OCA) Government Internships	30
Outstanding Scholar Program	31
Presidential Management Fellows (PMF) Program	33
Presidential Management Fellows Program: Senior Fellows	35
Washington Internships for Native Students (WINS).....	37
Part III – Employment of People with Disabilities	39
Computer/Electronic Accommodations Program (CAP).....	40
Hiring People With Mental Retardation	42
Hiring People With Severe Physical Disabilities.....	43
Hiring People Who have Recovered from Psychiatric Disorders.....	45
Hiring Readers, Interpreters and Personal Assistants	47
Unpaid Work Experience Program for People with Disabilities	49
Workforce Recruitment Program (WRP) for College Students with Disabilities.....	51

(Continued)

Part IV – Employment of Veterans	53
Disabled Veterans Enrolled in VA Training Programs.....	54
Hiring Veterans With a Disability of 30% or More	55
Veterans’ Recruitment Appointment (VRA) Authority	56
Vocational Rehabilitation and Employment (VR&E) Program.....	57
Appendix A	59
Appendix B	61

Introduction:

The Select Appointment Authorities and Programs Guide was prepared by the Office of Equal Employment Opportunity, Program Support Center (PSC) to provide managers and supervisors with a ready reference guide to faster and more direct appointment alternatives. The purpose of these select hiring programs is to facilitate the hiring of people from underrepresented groups—minorities, women, veterans and people with disabilities.

Federal agencies are charged by the Equal Employment Opportunity Commission (EEOC) and the U.S. Office of Personnel Management (USOPM) to develop and implement strategies that promote the recruitment, retention, and advancement of protected EEO target groups that are underrepresented in the workforce. The select appointment authorities and programs outlined in this handbook are excellent provisions that agencies can use to aid in achieving equal employment opportunity and affirmative action goals.

This guide is a compilation of four main categories of select appointment authorities and programs: Part I – Student Employment; Part II- Student Internships; Part III – Employment of People with Disabilities; and Part IV – Employment of Veterans. In each section, there are brief summaries outlining various hiring authorities and programs. These summaries are intended to present a brief synopsis of each hiring provision and do not present a thorough discussion of each option.

Each summary in this guide includes a section on program overview, participant eligibility requirements for each program, a citation for the appointment authority, and the names of contact persons or organizations for further information. The reader may find more comprehensive information on each program by referring to the reference(s) listed under the subheading entitled “Appointment Authority.” Additional information on hiring people with disabilities can be found by referring to the USOPM web site address listed in Appendix B.

Part I – Student Employment describes programs that require attendance at or graduation from an accredited academic institution (e.g. high school, technical or vocational school, 2-or 4-year college or university, graduate or professional school) as a criteria for employment.

Part II – Student Internships outlines student internship programs that managers may use to bring academically qualified students into the workforce for special projects or short-term work assignments. The internship programs also give these future Federal employees an excellent opportunity to get hands-on experience in the Federal sector.

Part III – Employment of People with Disabilities includes information on select excepted appointing authorities that are designed to facilitate and streamline the hiring process for people with severe disabilities. Managers may utilize other hiring authorities or programs listed in this section to provide assistance to employees with disabilities or to place individuals with disabilities into training or volunteer work assignments.

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Part IV – Employment of Veterans includes information on select excepted appointing authorities that are designed to facilitate and streamline the hiring process for veterans. Managers may utilize other hiring authorities or programs listed in this section to provide assistance to veteran employees or to place veterans into training or volunteer work assignments.

Managers and supervisors, human resources specialists, as well as other administrative staff may use this handbook as a quick and easy desktop reference when trying to identify various alternative hiring options to fill a vacancy. This handbook may serve as a resource to managers in helping them decide which staffing method would be most effective in filling a vacant position, or to help them determine the best recruitment and hiring option that would result in the largest, most qualified and diverse applicant pool. These select recruitment and hiring mechanisms add variety to the menu of choices already available through traditional and routine hiring processes. The select programs and hiring authorities herein are not intended to replace the routine hiring processes, but to supplement them and provide alternatives.

To obtain additional information on the programs listed in this guide, please contact your human resources, personnel, or equal employment opportunity office.

MATRICES

- **Student Employment/Intern Programs in HHS – September 2005 (pages 4 - 5)**
- **Employment of People With Disabilities Programs in HHS – September 2005 (pages 6 - 8)**
- **Empolymment of Veterans Programs (pages 8 - 9)**

STUDENT EMPLOYMENT/INTERN PROGRAMS

<i>Program</i>	<i>Education Level</i>	<i>Start Time/Length</i>	<i>Grade Level</i>
ASIAN PACIFIC AMERICAN INSTITUTE FOR CONGRESSIONAL STUDIES' (APAICS)	Undergraduate/graduate	Throughout the Year	N/A
THE BILINGUAL/BICULTURAL PROGRAM	N/A	N/A	GS-5 or GS-7
THE FEDERAL CAREER INTERN PROGRAM	N/A	Two-year appointment	GS-5,7 or 9
HEALTH AND HUMAN SERVICES ACADEMY AT EASTERN HIGH SCHOOL	High School	Summer or Part-time during the school year	GS-1 or 2
HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES (HACU) NATIONAL INTERNSHIP PROGRAM	Undergraduate/graduate	Fall/Spring and Summer	N/A
HHS EMERGING LEADERS PROGRAM	Graduate	Two years	GS-9 to GS-12
HRSA SCHOLARS PROGRAM	Undergraduate/graduate	One year	GS-7 and GS-9
INTERNATIONAL LEADERSHIP FOUNDATION	Undergraduate	Summer	N/A
NATIONAL ASSOCIATION FOR EQUAL OPPORTUNITY IN HIGHER EDUCATION (NAFEO) INTERN	undergraduate/graduate	Fall/Spring and Summer	N/A
ORGANIZATION OF CHINESE AMERICANS' (OCA) GOVERNMENT INTERNSHIPS	undergraduate/graduate	Throughout the Year; 10 weeks	N/A
OUTSTANDING SCHOLAR PROGRAM	Undergraduate/graduate	N/A	GS-5 or GS-7

<i>Type of Assignment</i>	<i>Paid/Unpaid</i>	<i>Contact</i>	<i>Notes</i>
Prof./Admin.	Unpaid	apaics@apaics.org	Interns are not HHS employees. Interns receive a \$2,500 stipend from the Institute.
Prof./Admin.	Paid	OPDIV Servicing Personnel Offices (SPO)	Bilingual/Bicultural appointments are career-conditional; no conversion is necessary.
Prof./Admin.	Paid	OPDIV Servicing Personnel Offices (SPO), USOPM (202) 606-1800	Participant successfully completing the internship may be converted noncompetitively to the competitive civil service.
WorkTraining/Admin.	Paid	OPDIV Servicing Personnel Offices (SPO)	HHS sponsors the Academy at Eastern HS: the Academy is managed for HHS by the Bureau of Primary Health Care, HRSA
Prof./Admin.	Paid	OPDIV EEO Office Web link: http://www.hnip.net/	The cost is borne by the participating Federal Agency.
Professional	Paid	Mya Frye 301-443-0792	Once the Emerging Leader successfully completes the program, HHS may non-competitively convert the scholar to a competitive appointment.
Professional	Paid	Patricia Milon 301-594-4518	Scholars are hired for a full time, permanent position at the GS-7 level. Upon completion, Scholars may be promoted to the next appropriate grade-level.
Prof./Admin.	Unpaid	ILF@ileader.org	Interns are not HHS employees. Interns receive a \$1,000 scholarship from ILF.
Prof./Admin.	Paid	OPDIV EEO Office Web link: http://www.nafeo.org/intern.htm	The cost is borne by the participating Federal Agency.
Prof./Admin.	Unpaid	oca@ocanatl.org 202-223-5500	Interns are not HHS employees. Interns receive a \$2,000 stipend from OCA.
Prof./Admin.	Paid	OPDIV Servicing Personnel Offices (SPO) Web link: http://www.opm.gov/employ/luevano.asp	Specific fields are not covered by this program. Please see program overview.

<i>Program</i>	<i>Education Level</i>	<i>Start Time/Length</i>	<i>Grade Level</i>
PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM	graduate	Two years	GS-9, GS-11, or GS-12
PRESIDENTIAL MANAGEMENT SENIOR FELLOWS PROGRAM	graduate	Two years	GS-13, GS-14, and GS-15
STUDENT TEMPORARY EXPERIENCE PROGRAM	Undergraduate/graduate	Anytime during school	N/A
STUDENT CAREER EXPERIENCE PROGRAM	Undergraduate/graduate	Anytime during school	N/A
STUDENT VOLUNTEER PROGRAM	All education levels	Three or four month period during school year and vacation/break	N/A
WASHINGTON INTERNSHIPS FOR NATIVE STUDENTS (WINS)	Undergraduate/graduate	Fall/Spring and Summer	N/A
EMPLOYMENT OF PEOPLE WITH DISABILITIES PROGRAMS			
COMPUTER/ELECTRONIC ACCOMMODATIONS PROGRAM (CAP)	All HHS employees with disabilities	N/A	N/A
HIRING PEOPLE WITH MENTAL RETARDATION	Certification by Veterans Administration or State vocational rehabilitation agency	N/A	GS-1 to 3
HIRING PEOPLE WITH SEVERE PHYSICAL DISABILITIES	Certification by Veterans Administration or State vocational rehabilitation agency	N/A	N/A

Type of Assignment	Paid/Unpaid	Contact	Notes
Professional	Paid	Stephen McGarry, OHR 202-690-7833 US OPM 202-606-1040	Fellows are appointed to an excepted position. A Fellow may be promoted up to the GS-13 level or its equivalent.
Professional	Paid	US OPM 202-606-1040	Senior Fellows must be appointed at GS-13 as a minimum. After the Fellow has completed the program, the agency must appoint the Fellow to a full-time, permanent position in the competitive service.
Prof./Admin.	Paid	OPDIV Servicing Personnel Offices (SPO)	Not eligible for non-competitive conversion to term, career or career-conditional appointments.
Prof./Admin.	Paid	OPDIV Servicing Personnel Offices (SPO)	Potential for non-competitive conversion to term, career or career-conditional appointment.
Work Training/Admin.	Unpaid	OPDIV Servicing Personnel Offices (SPO)	Federal agencies do not compensate student volunteers and they are not eligible for conversion.
Prof./Admin.	Paid	OPDIV EEO Office Web link: http://www.american.edu/wins/	The cost is borne by the participating Federal Agency.
Prof./Admin.	N/A	Bonita White Bonita. White@hhs.gov	CAP provides assistive technology and accommodations to enable people with disabilities to perform the essential functions of their jobs.
Mail Clerks and Handlers	Paid	OPDIV Servicing Personnel Offices (SPO), Selective Placement Coordinators, Disability Program Managers, State and Local Rehabilitation Agencies	Schedule A appointees may be converted to permanent status after two years of satisfactory performance.
Prof./Admin.	Paid	OPDIV Servicing Personnel Offices (SPO), Selective Placement Coordinators, Disability Program Managers, State and Local Rehabilitation Agencies	Schedule A appointees may be converted to permanent status after two years of satisfactory performance.

<i>Program</i>	<i>Education Level</i>	<i>Start Time/Length</i>	<i>Grade Level</i>
HIRING PEOPLE WHO HAVE RECOVERED FROM PSYCHIATRIC DISORDERS	Certification by Veterans Administration or State vocational rehabilitation agency	N/A	GS-15 and below
HIRING READERS, INTERPRETERS AND PERSONAL ASSISTANTS	N/A	Full-time, part-time or Intermittent basis	N/A
UNPAID WORK EXPERIENCE PROGRAM FOR PEOPLE WITH DISABILITIES	Undergraduate/graduate and certification by State vocational rehabilitation agency	N/A	N/A
WORKFORCE RECRUITMENT PROGRAM FOR COLLEGE STUDENTS WITH DISABILITIES (WRP)	Undergraduate/graduate	Summer or Full-time	GS-3+
EMPLOYMENT OF VETERANS PROGRAMS			
DISABLED VETERANS ENROLLED IN VA TRAINING PROGRAMS	Enrollment in Department of Veteran Affairs (VA) Vocational Rehabilitation Program	N/A	N/A
HIRING VETERANS WITH A DISABILITY OF 30% OR MORE	Official documentation of disability by Department of Veteran Affairs	N/A	N/A
VETERAN'S RECRUITMENT APPOINTMENT (VRA) AUTHORITY	N/A	Two years	any grade level through GS-11
VOCATIONAL REHABILITATION AND EMPLOYMENT (VR&E) PROGRAM	Veteran with employment handicap	N/A	N/A

Type of Assignment	Paid/Unpaid	Contact	Notes
Prof./Admin.	Paid	OPDIV Servicing Personnel Offices (SPO), Selective Placement Coordinators, Disability Program Managers, State and Local Rehabilitation Agencies	Potential for conversion to competitive status after two years of satisfactory performance.
Professional	Paid	OPDIV Servicing Personnel Offices (SPO), Selective Placement Coordinators, Disability Program Managers, State and Local Rehabilitation Agencies	Assistants may be converted to permanent status after a year of satisfactory service and the employee with a disability wishes to retain the service of the assistant.
Work Training	Unpaid	OPDIV Servicing Personnel Offices (SPO), Selective Placement Coordinators, Disability Program Managers, State and Local Rehabilitation Agencies	There are no options for conversion to permanent status. However, individuals may apply for vacancies should they occur in the area in which the volunteer has received experience.
Prof./Admin.	Paid	Melanie Lott (HHS) WRP Coordinator EEO Program Group, OHR 202-690-8253	Potential for permanent placement. Recruiters maintain a computer/electronic database of eligible persons with disabilities.
Prof./Admin.	Paid	OPDIV Servicing Personnel Offices (SPO), Selective Placement Coordinators, Disability Program Managers	Potential for conversion to permanent career-conditional position.
Prof./Admin.	Paid	OPDIV Servicing Personnel Offices (SPO), Selective Placement Coordinators, Disability Program Managers	Disability has to be documented with past twelve months. Potential for conversion to career conditional permanent position.
Prof./Admin.	Paid	OPDIV Servicing Personnel Offices (SPO)	VRA appointees are in the excepted services. Employees must be converted to the competitive service after two years of satisfactory service.
Prof./Admin.	Paid	Irene Pederson 202-273-5923 Irene.Pederson@vba.va.gov	The office is not obligated to hire the veteran, but the goal is for the veteran to obtain full time, permanent employment.

PART I

STUDENT EMPLOYMENT

THE BILINGUAL/BICULTURAL PROGRAM

Program Overview:

The Bilingual/Bicultural authority provides employment opportunities at the entry level for professional and administrative positions that call for Spanish language skills or knowledge of the Hispanic culture to enhance job performance.

Although the Bilingual/Bicultural Program is aimed at addressing under-representation of African Americans and Hispanics, the program has never been restricted to those designated minority groups. Also, the merit principle, that requires Federal employers to hire and promote solely on the basis of relative ability, knowledge, and skills..." still applies. [5 U.S.C. 2301(b)(1)]

To achieve its intent, the *Luevano* consent decree depends on agencies to focus their recruiting on sources that would increase the pool of African American and Hispanic candidates for employment. Actual hiring decisions must not be made on the basis of race or national origin except in situations that meet all of the requirements established by the Supreme Court in its 1995 ruling in *Adarand Constructors v. Peña*. [115 S.Ct.2097 (1995)]

Eligibility:

An agency may appoint applicants who obtain a passing score in an examination, without further regard to rank, provided that:

- the job is one in which interaction with the public or job performance would be enhanced by having bilingual and/or bicultural skills and is at grade GS-5 or GS-7 in a covered occupation; and
- the agency has determined through use of a reasonable questionnaire or interview that the applicant to whom appointment is to be offered has the required level of oral Spanish language proficiency and/or the requisite knowledge of Hispanic culture. Agencies must maintain documentation that these requirements have been met.

Unlike the Outstanding Scholar program, the Bilingual/Bicultural Program requires that applicants receive a passing score through the alternative examining procedure. The examining procedure in current use is OPM's rating schedule used in case examining. A candidate who meets the minimum qualifications for the position will be rated as having "passed" the examination.

Conversion:

Bilingual/Bicultural appointments are career-conditional; no conversion is necessary.

Appointment Authority: *Luevano* Consent Decree

Contact: OPDIV Servicing Personnel Offices

HEALTH AND HUMAN SERVICE ACADEMY **AT EASTERN HIGH SCHOOL**

Program Overview:

The Health and Human Services Academy (HHSA) is a special high school program that prepares its participants to enter the health and human services field immediately upon graduation from high school, or pursue post-secondary education with a focus on a professional career in a related area.

The HHSA, developed originally as a partnership through a memorandum of understanding between the District of Columbia Public Schools and the U.S. Department of Health and Human Services (HHS), maximizes the use of the school system's resources and the wealth of health and human services enterprises. Creating a bridge between the classroom and the workplace, the program enables students to work in health and human services organizations in the Washington D.C. metropolitan area.

The goal of the academy is to develop a program that emphasizes education, positive values, constructive employment skills and careers in various fields of health and human services industry. Components of the academic program include conferences, workshops, career fairs, expanded curricula, field trips, scholarships, guest speakers, internships, mentorships, shadowing experiences, tutoring and volunteer/community services. Students may work in various HHS agencies and earn credit for high school graduation. Students are hired under the Student Temporary Experience Program (see page 3) and are usually hired at a GS-1 level.

Eligibility:

Students must be enrolled in the academic program of the Eastern High School Health and Human Services Academy pursuing a high school diploma. Students must also be in good academic standing.

Conversion:

Students are not eligible for noncompetitive conversion to term, career, or career-conditional appointments. They may be converted to the SCEP (see page 4).

Appointment Authority: Schedule A, 5 CFR 213.3202 (a)

Contacts: OPDIV Servicing Personnel Offices (SPO)
SPO Student/ Summer Employment Coordinator
Ms. Faye Dixon, HHSA Coordinator
Eastern High School (202) 698-4571

STUDENT TEMPORARY EXPERIENCE PROGRAM

Program Overview:

The Student Temporary Experience Program (STEP) provides employment opportunities for students so that they may pursue their education while earning income. It also provides managers the opportunity to hire students at all educational levels throughout the school year. Students may be hired to perform a variety of jobs that do not have to relate to their studies. The STEP participants may work full-time or part-time schedules at any time during the year. There are no limitations on the number of hours a student can work per week, but the student's work schedule should not interfere with his/her academic schedule.

Eligibility:

To apply for STEP, students must be at least 16 years of age at the time of appointment, be enrolled on at least a half-time basis (or have been accepted for enrollment) in an accredited educational institution, must be working towards a degree, diploma, certificate, etc., and must have a cumulative GPA of 2.5 or better on a 4.0 scale. Appointments are limited to one year, but may be extended in one-year increments if the student continues to maintain the conditions of the initial appointment. Appointments of students who fail to maintain the program requirements will be terminated.

Conversion:

Students are not eligible for noncompetitive conversion to term, career, or career-conditional appointments. They may be converted to the Student Career Experience Program (SCEP) (see page 6) whenever they meet the requirements of that program, and may be subsequently converted non-competitively to a term career or career-conditional appointment.

Training Expenses:

Observing the prohibitions in 5 U.S.C. 4107, agencies may use their training authority in 5 U.S.C. Chapter 41 and 5 CFR Part 410 to pay all or part of training expenses directly related to the student's official duties.

Appointment Authority: Schedule A, 5 CFR 213.3202 (a)

Contacts: OPDIV Servicing Personnel Offices (SPO) SPO Student/Summer Employment Coordinator

STUDENT CAREER EXPERIENCE PROGRAM

Program Overview:

The Student Career Experience Program (SCEP) provides experience that is directly related to a student's educational and career goals. Students may work a full-time or part-time schedule at any time during the school year. There are no limitations on the number of hours a student can work per week, but the student's work schedule should not interfere with the student's academic schedule. The SCEP is a formally structured program that requires a written agreement by all parties (agency, school, and student). Successful completion of the SCEP may lead to noncompetitive conversion to a term, career or career-conditional appointment. Students may apply at anytime in response to specific agency vacancy announcements.

Eligibility:

A student is eligible if he/she is enrolled, or accepted for enrollment, as a degree-seeking student in an accredited high school, technical school, vocational school, 2 or 4-year college or university, graduate or professional school. The student must be taking at least a half-time academic, vocational, or technical course load. The definition of half-time is the definition provided by the school in which the student is enrolled. An individual who needs to complete less than the required half-time academic course load in the classroom period immediately prior to graduation is still considered a student for the purpose of this program.

Conversion:

A student hired under STEP (see page 3) may be converted to a SCEP appointment if the job that he/she is being appointed to is a position that is related to his/her academic studies and the student meets all other eligibility requirements for the SCEP program. Students who have met all the requirements of the SCEP and who are U.S. citizens prior to noncompetitive conversion may be noncompetitively converted from the SCEP to a term, career or career-conditional appointment at any time within 120 days after satisfactory completion of the requirements for his/her degree, diploma, or certificate. Students must complete at least 640 hours of career-related work experience before graduation, meet the qualifications standards for the targeted position to which the student is being appointed to a position which is related to the student's academic training. The noncompetitive conversion may be to a position within the same agency or any other agency within the Federal government.

Appointment Authority: Schedule B, 5 CFR 213.3202 (b)

(Continued)

Hiring Incentive:

Superior Qualifications Appointment: An agency may appoint an individual at a rate above the minimum rate of the General Schedule grade because of the superior qualifications of a candidate or a special need of the agency for the candidate's services. This authority can be used when converting Student Career Experience Program employees to career-conditional status. [5 U.S.C. 5333; 5 CFR 531.203(b)]

Contacts: OPDIV Servicing Personnel Offices (SPO)
SPO Student/Summer Employment Coordinator

STUDENT VOLUNTEER

Program Overview:

This authority allows Federal agencies to offer unpaid training opportunities to students in high school and college. This program provides the students with work experience related to their academic program, allowing students to explore career options while developing their personal and professional skills. Student volunteers are exposed to the Federal work environment and gain knowledge about the mission and responsibilities of their host agency.

Student volunteers may be given only professional projects and work activities related to their academic studies. The school and the agency should jointly develop a written agreement, outlining the responsibilities of each partner. The agreement may also identify the types of assignments and the expected work conditions for the student. Most student volunteer work agreements are for three or four months. The student may work during the school year and/or during vacation/break periods from school.

Eligibility:

A student is eligible to participate as a Student Volunteer if he/she is enrolled at least half-time in:

- **an accredited high school or trade school;**
- **a technical or vocational school;**
- **a junior or community college;**
- **a four year college or university; or**
- **any other accredited educational institution.**

All student volunteers must have the permission of their educational institution.

Conversion:

Federal agencies do not compensate student volunteers and they are not eligible for conversion. The students may not be used to displace any employee or to staff a position which is a normal part of the agency's work force. The student is considered an employee only for injury compensation purposes and for laws related to the Tort Claims Act.

Appointment Authority: 5 CFR, Part 308

Contact: OPDIV Servicing Personnel Offices

PART II

STUDENT INTERNSHIPS

ASIAN PACIFIC AMERICAN INSTITUTE
FOR CONGRESSIONAL STUDIES' (APAICS)
SUMMER INTERNSHIP PROGRAM

Program Overview:

APAICS offers unpaid internships throughout the year for undergraduate and graduate students interested in issues affecting the Asian American and Pacific Islander communities.

Every summer, APAICS invites a group of exceptional college students from across the nation to experience working in Congress and federal agencies. In addition, the interns attend briefings with members of Congress, networking events with other interns from other national Asian Pacific Islander American organizations, and also participate in joint activities with the Congressional Black and Hispanic Caucus Institutes.

Eligibility:

In order to apply, applicants must be: currently enrolled undergraduate or graduate students with an interest in public policy issues and Asian Pacific American community affairs; U.S. citizens or legal permanent residents; able to demonstrate leadership abilities and excellent oral and written communication skills; and have a minimum grade point average of 3.0 on a 4.0 scale.

Cost:

Interns receive a \$2,500 stipend from the Institute and are expected to make their own travel and housing arrangements. There is no cost to Federal departments and agencies participating in the Institute's Summer Internship Program.

Contacts: APAICS
1001 Connecticut Avenue, NW, Suite 835
Washington, DC 20036
Telephone: (202) 296-9200
Fax: (202) 296-9236
E-mail: apaics@apaics.org
Web link: <http://www.apaics.org/internships.html>

THE FEDERAL CAREER INTERN PROGRAM

Program Overview:

The Federal Career Intern Program is designed to help agencies recruit and attract exceptional individuals into a variety of occupations. It was created under Executive Order 13162, and is intended for positions at grade levels GS-5, 7, and 9 or other trainee positions. In general, individuals are appointed to a 2-year internship. An agency may use the Career Intern Program for any occupation as long as the agency has determined that the occupation lends itself to a formal training and development component. Upon successful completion of the internship, an intern may be eligible for permanent placement within an agency.

Individuals interested in Career Intern opportunities must contact specific agencies directly; agencies develop and implement their own Career Intern programs. The Office of Personnel Management will not be the central source for Career Intern opportunities.

Eligibility:

Candidates for the Federal Career Intern Program are evaluated based on OPM qualifications and requirements, or OPM approved agency-specific qualifications and requirements. Veterans' preference criteria applies to the selection of candidates into the program. Individuals selected into the program will occupy positions that are classified as professional, administrative, or technical in nature.

Conversion:

A participant in the Federal Career Intern Program may be converted noncompetitively to the competitive civil service upon successfully completing the internship and meeting all qualifications, suitability and performance requirements. U.S. citizenship is required for the conversion to career-conditional status upon completion of the 2-year training program. The conversion will be effective on the date the participant completes the two years of services or at the end of the extended period. Services spent in the program counts towards career tenure in the competitive service.

Appointment Authority: Executive Order 13162, July 6, 2000.

Contacts: OPDIV Servicing Personnel Offices (SPO)
USOPM
Telephone: (202) 606-1800
Web link: <http://www.opm.gov/careerintern/>

HHS EMERGING LEADERS PROGRAM

Program Overview:

The Emerging Leaders Program is intended for graduates who are eager to make contributions to HHS. The program allows students to explore diverse career fields, involving their educational background, within the Department of Health and Human Services, while providing participants with the skills and experience needed for a career with the Federal Government. The two-year program structure provides training in departmental core competencies, job rotations to gain familiarity with people and programs at HHS, mentors to provide career development advice and support, and training in technical competencies. The first year includes 60-90 day rotations within HHS, and students will be assigned a mentor and will receive an intensive orientation; the second year is devoted to work in the participant's chosen career path on a full time basis for the selecting Operating Division.

Eligibility:

Applicants must be U.S. citizens and have at least a Bachelor degree with 1 year of qualifying work experience, or a Master, JD, or Ph.D. degree. Qualifying work experience is experience that is directly related to the career track you are applying to. Students must speak with an HHS representative at one of the many career fairs held throughout the country in order to apply.

Conversion:

The Emerging Leaders Program is a 2-year excepted service appointment. Participants are hired at the GS-9 level. Once the Emerging Leader successfully completes the program, HHS may non-competitively convert the participant to a competitive appointment and promote up to the GS-12 level without further competition. Emerging Leaders are eligible for annual promotion to the GS-11 level and upon completion of the program to the GS-12 level, based on satisfactory performance.

Appointment Authority: FCIP Schedule B appointment authority

Contact Information: Mya Frye, HR Specialist
Telephone: (301) 443-0792
E-mail: MFrye@psc.gov
Web link: <http://www.hhs.gov/careers/elp.html>

HISPANIC ASSOCIATION OF
COLLEGES & UNIVERSITIES (HACU)
National Internship Program

Program Overview:

The HACU National Internship Program (HNIP) is designed to enhance the awareness of Federal sector career opportunities among Hispanic students by exposing academically qualified students from Hispanic Serving Institutions and other colleges and universities to a challenging set of professional and educational experiences in the Federal sector. This program also provides an excellent opportunity for individuals from underrepresented groups in the population to develop invaluable knowledge of the opportunities, challenges and rewards of the Federal services. The HNIP has established a strong program for both student development and outreach into the Hispanic community.

There is a Fall and a Spring program, each lasting 15 weeks, and a Summer program of ten weeks. These programs allow graduate and undergraduate students to explore future employment possibilities. It also serves as an opportunity for agencies to identify future employment candidates who meet their needs and are interested in the work in the Federal sector.

Eligibility:

Applicants must have at least a 3.0 grade-point average on a 4.0 scale. HACU provides at least three applicants for each position requested by each of the participating agencies or departments, and those entities make all final selection decisions.

Conversion:

There is no method for converting an HNIP intern to a career position. However, they may apply for Outstanding Scholar or other appointments.

Costs:

The cost of a HACU internship is borne by the participating Federal agency. The cost covers the intern's transportation to Washington, D.C. (or to the intern's field site), emergency medical insurance and a weekly stipend ranging from \$390 to \$510. Although HACU arranges for interns to be housed in university/college dormitories, interns are responsible for paying the rent.

Appointment Authority: Executive Order 12900

(Continued)

Contact: Hispanic Association of Colleges & Universities, (HACU)
National Internship Program
One Dupont Circle, NW
Suite 605
Washington, DC 20036
Telephone: (202) 467-0893
Fax: (210) 692-0823 / (202) 496-9177
E-mail: HNIP@hacu.net
Web link: <http://www.hnip.net/>

HRSA SCHOLARS PROGRAM

Program Overview:

The HRSA Scholars Program is designed to enhance HRSA's ability to recruit, hire, train, develop, and retain high quality individuals for professional positions. The cornerstone of the Scholars Program is a highly structured, individualized, 12-month training and development curriculum that each scholar must finish to complete the program. Scholars are expected to be proactive in their use of the extensive and valuable resources available to them, including formal and on-the-job training, rotations, and mentoring.

Eligibility:

The HRSA Scholars Program recruits trainees at the GS-7 and GS-9 (must have Masters degree or above) levels in the following series: Public Health Specialists, Administrative Associates (301), Information Technology, and Grants Management Specialists.

Basic Qualifications for the GS-7 level:

Outstanding Scholar Provision:

Successful completion of a full 4-year course of study in an accredited college or university leading to a Bachelor's degree

and

Maintained a 3.5 or better on a 4.0 scale for all undergraduate courses

or

Graduated in the upper 10% of their class or of a major university subdivision, such as a College of Arts and Sciences.

Basic Qualifications for the GS-9 level:

Applicants must have one (1) year of specialized experience that has equipped them with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the GS-7 level in the Federal Government

or

Related master's or equivalent graduate degree

or

2 full years of related progressively higher level graduate education leading to such a degree

or

LL.B. or J.D., if related

or

equivalent combinations of related graduate education and specialized experience.

(Continued)

Conversion:

Scholars are hired for a full time, permanent position at the GS-7 or GS-9 level. Upon completion, Scholars may be promoted to the next appropriate grade-level and are assigned to a permanent position. These are career ladder positions to the GS-12 level.

Contact:

Patricia A Milon

E-mail: pmilon@hrsa.gov

Telephone: (301) 594-4518

Web link: <http://www.hrsa.gov/jobs/scholars.htm>

INTERNATIONAL LEADERSHIP FOUNDATION

Program Overview:

The International Leadership Foundation is a non-profit, non-partisan organization that promotes civic awareness, involvement and effectiveness of Asian Pacific Americans, by providing future Asian American leaders with a practical understanding of how our government works, through the Summer Public Affairs Internship Program. Every ILF Fellow must perform a six-week long full-time internship in a public agency. The ILF Directors work with federal agencies and other contacts to place each student in an internship that matches their specific areas of interest. Fellows are not paid for their internships, and they must pay for and arrange their own travel, housing and other costs.

The International Leadership Foundation selects Asian American students who are likely to become future community, academic, business or professional leaders, and who care about the community. The ILF strives to identify quiet behind-the-scenes leaders in addition to those who serve in student government and other traditional leadership roles. The Fellowship program is not limited to students with an interest in politics. Future Asian American leaders from all walks of life, including community service, academics, and business, will benefit if they understand how government works, and how they can make government work for them and the community.

Eligibility:

An applicant must be an undergraduate college student in good standing. Junior and Community College students are eligible to apply. High school seniors are not eligible to apply. An applicant must have at least one parent of predominantly Asian or Pacific Islander heritage. In addition to China, Indonesia, Japan, Korea, the Philippines, Taiwan, and the countries of Southeast Asia, students of Indian, Southwest Asian and Middle Eastern descent are also eligible. An applicant must be a U.S. citizen or permanent resident.

Contact: ILF
Benjamin Franklin Station
P.O. Box 14382
Washington, D.C. 20044
E-mail: ILF@ILEADER.org
Web link: <http://www.ileader.org>

NATIONAL ASSOCIATION FOR EQUAL OPPORTUNITY IN HIGHER EDUCATION (NAFEO)

Program Overview:

NAFEO is an organization of 116 Historically Black Colleges and Universities (HBCU) whose mission is to promote quality education and professional development in the primarily African American community. NAFEO interns are competitively selected based on their professional interest in the goals and activities of the HHS. This internship program is designed to help students develop their career goals by improving their understanding of the activities and methods of public health agencies. The length of the program is ten weeks during the summer months. In addition, NAFEO Services, Inc. administers internships in the fall and spring.

Eligibility:

Applicants must have a minimum 3.0 grade point average or the grade point average required by the selecting agency; be a United States citizen; and be a sophomore, junior, senior undergraduate or graduate student. NAFEO Services seeks to provide at least three applicants for each position requested by the participating department/ agency. However, departments/agencies make final selection decisions.

Conversion:

There is no method for converting a NAFEO intern to a career position. However, they may apply for Outstanding Scholar or other appointments.

Program Costs:

The cost to participating departments and agencies for NAFEO Services interns ranges from \$8,500 to \$11,025, depending on the internship and the requirements of the departments/agencies. The cost covers round trip travel expenses to Washington, D.C. or to the intern's work site, plus a stipend that is commensurate with the intern's educational level and training. In addition, NAFEO services assists interns in locating and paying for housing.

Appointment Authority: Executive Order 12876

(Continued)

Contact Information:

NAFEO Internship Program
8701 Georgia Avenue
Suite 200
Silver Spring, MD 20910

Telephone: (301) 650-2440

Fax: (301) 495-3306

Web link: <http://www.nafeo.org/intern.htm>

E-mail: internship@nafeo.org

ORGANIZATION OF CHINESE AMERICANS' (OCA) **GOVERNMENT INTERNSHIPS**

Program Overview:

The OCA Government Internship aims to cultivate future leadership by providing opportunities for young Asian Americans to participate in the political process. Internships are available in the Spring, Summer and Fall for 10 weeks of full-time work.

Eligibility:

In order to be eligible for the OCA Government Internship, an applicant must be an undergraduate or a graduate student; demonstrate an interest in public affairs; possess oral and written communication skills; commit to work for a minimum of 10 weeks; and be an OCA member or a College Affiliate member.

Cost:

Interns receive a \$2,000 stipend from OCA for 10 weeks of full time work. Interns are also responsible for transportation to and from Washington, D.C., and housing. There is no cost to agencies participating in the OCA Government Internships.

Contacts: Organization of Chinese Americans, Inc. (OCA)
1001 Connecticut Avenue, N.W. Suite #707
Washington, DC 20036
Telephone: (202) 223-5500
Fax: (202) 296-0540
E-mail: oca@ocanatl.org
Web link: <http://www.ocanatl.org>

OUTSTANDING SCHOLAR PROGRAM

Program Overview:

The Outstanding Scholar Program is a select hiring authority established to supplement the competitive examining process for some entry-level positions. The Outstanding Scholar Program is authorized under the terms of the *Luevano* Consent Decree of 1981 and can only be used for specific series and occupations. (A list of all job series covered by this provision is available on the USOPM web site at <http://www.opm.gov>.) This hiring authority is restricted to grade levels GS-5 and GS-7. Positions in the following occupational fields are not covered by the Outstanding Scholar Program: accounting and auditing, engineering, physical sciences, biological sciences, and mathematics.

This select hiring authority was specifically created as a result of the settlement of a class action case, *Luevano v. Lachance*, which was brought against some Federal agencies by individuals who alleged that the Professional and Administrative Careers Examination (PACE) had an adverse impact upon the hiring of African Americans and Hispanics. The Outstanding Scholar Program was established as a supplement to competitive examining in situations where underrepresentation of African Americans and Hispanics existed. It was not intended to replace competitive examining, nor to become a primary method of hiring into specific occupations covered by the outstanding scholar provision at the entry level. Agencies must be sensitive to diversity issues when making their selections based on the original intent of the appointment authority.

Eligibility:

Applicants must be college graduates and have maintained a grade point average (GPA) of 3.5 or better on a 4.0 scale for all undergraduate course work, or have graduated in the upper 10 percent of their graduating class or major university subdivision. A college degree in any major qualifies the applicant for most of the career field covered by the Outstanding Scholar Program. However, some occupational series do require specific courses in subjects related to the job.

Persons may apply for the Outstanding Scholar Program nine months before completing their degree and other program requirements. However, applicants must provide appropriate documentation (e.g. copy of their college transcript) as proof of graduation, GPA, and class standing, etc. at time of appointment.

Conversion:

Outstanding Scholar appointments are career-conditional; no conversion is necessary.

(Continued)

Appointment Authority: *Luevano* Consent Decree

Contact: OPDIV Servicing Personnel Offices
Web link: <http://www.opm.gov/employ/luevano.asp>

PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM

Program Overview:

Since 1977, the PMF Program has helped agencies meet their workforce and succession planning needs by attracting outstanding masters, law, and doctoral-level students to the Federal service. Students can use this fellowship as a stepping-stone to highly visible and respected leadership positions in the Federal Government. On November 21, 2003, the President signed Executive Order 13318, “modernizing” the Presidential Management Intern (PMI) Program, in keeping with his emphasis on the strategic management of the Federal Government’s human capital. The Executive order renamed the PMI Program to the Presidential Management Fellows (PMF) Program to better reflect its high standards, rigor, and prestige. It is designed to attract to the Federal service outstanding graduate students from a wide variety of academic disciplines and career paths who have a clear interest in, and commitment to, excellence in the leadership and management of public policies and programs. This rigorous two-year paid program includes 80-hours of formal classroom training each year, challenging assignments, accelerated promotions, and opportunities to network between agencies. Fellows are hired by agencies and given exposure to domestic and international issues in such areas as public administration, technology, science, criminal justice, health, and financial management.

Eligibility:

Students who complete a graduate degree (masters, law, or doctoral-level degree) from a qualifying college or university* are eligible to be nominated by their schools if they demonstrate the following:

- breadth and quality of accomplishments,
- capacity for leadership, and
- a commitment to excellence in the leadership and management of public policies and programs.

Students who wish to be considered for the PMF Program must be nominated by their school’s Dean, Chairperson, or Academic Program Director, otherwise known as the Nominating Official, of their graduate program. Students must complete a graduate degree (master’s, law, or doctoral-level degree) from a qualifying college or university. To be eligible for placement with a Federal agency through the Presidential Management Fellows Program, applicants must successfully defend and complete any required thesis or dissertation. PMF appointments must be made within twelve months of the official announcement of their selection as a finalist.

* A qualifying college or university is an academic institution that meets the requirements as stated in the “General Policies and Instructions” section of the Office of Personnel Management’s “Operating Manual: Qualification Standards for General Schedule Positions,” under “Educational and Training Provisions or Requirements.”

(Continued)

Conversion:

Federal agencies appoint Fellows to an excepted position under Schedule A. Agencies may make initial appointments of Fellows at the GS-9, GS-11, or GS-12 level (or their equivalents), depending on the candidate's qualifications. A Fellow may be promoted up to the GS-13 level or its equivalent. Appointments are made under this authority for two years, and upon approval of OPM, the head of the department, agency, or component within the Executive Office of the President, may extend the appointment for up to one additional year. Agencies may extend, without prior OPM approval, a Fellow's appointment for up to an initial 120 days. An agency, not excepted from the competitive service, must appoint a Fellow to a full-time, permanent position in the competitive service without further competition when the Fellow has satisfactorily completed the program

Appointment Authority: 5 CFR 213.3102(ii), Schedule A

Contact: Presidential Management Fellows Program
U.S. Office of Personnel Management
1900 E Street, NW, Room 1425
Washington, DC 20415-9820
Telephone: (202) 606-1040
Fax: (202) 606-3040
E-mail: pmf@opm.gov
Web link: <http://www.pmf.opm.gov>

PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM: **SENIOR FELLOWS**

Program Overview:

The regulations for the Presidential Management Fellows Program also established parameters for a new Senior Fellows component of the program, as authorized by Executive Order 13318. The Senior Fellows Program policies and procedural guidance, however, are still under development. Check for updates on <http://www.pmf.opm.gov>.

Senior Fellow candidates must possess an exceptional record of experience and achievement in a leadership (supervisory or managerial), policy, professional, or technical position, in an area relevant to the appointing agency's mission or succession requirements, and have completed a graduate course of study from a qualifying college or university. Candidates should evidence a strong commitment to public service and be able to clearly demonstrate that, by virtue of their competencies and accomplishments to date, they have the potential to assume a senior executive or senior level policy, professional, or technical position in the Federal Government after a relatively brief but intensive period of training and development

Eligibility:

A Senior Presidential Management Fellow or Senior Fellow is an individual appointed, at the GS-13, GS-14, or GS-15 level (or equivalent), in the excepted service under §213.3102(jj) of this chapter, or under an agency-specific authority if the agency is excepted from the competitive service. The individual must have completed a graduate course of study at a qualifying college or university; have an outstanding record of achievement in an applicable leadership, policy, managerial, professional, or technical position or area; have successfully completed an OPM-administered assessment process; been selected as a finalist by the OPM Director, or the Director's designee; and been appointed by an agency as a Senior Fellow.

Conversion:

An agency must appoint a Senior Fellow at the grade GS-13 level, or its equivalent, at a minimum. However, if the agency determines that a Senior Fellow meets the requisite qualification requirements (general leadership, managerial, or specialized experience, academic credentials, professional certifications, etc.), the agency may appoint the Senior Fellow at the grade GS-14 or GS-15 level, or their equivalents. An agency, not excepted from the competitive service, must appoint a Senior Fellow to a full-time, permanent position in the competitive service without further competition when the Senior Fellow has satisfactorily completed the program.

Appointment Authority: 5 CFR 213.3102(jj), Schedule A

(Continued)

Contact: Presidential Management Fellows Program
U.S. Office of Personnel Management
1900 E Street, NW, Room 1425
Washington, DC 20415-9820
Telephone: (202) 606-1040
Fax: (202) 606-3040
E-mail: pmf@opm.gov
Web link: <http://www.pmf.opm.gov>

Washington Internships for Native Students (WINS)

Program Overview:

This is a nine week summer internship program. It operates in conjunction with American University in Washington, D.C. and an advisory council of Native Americans and Alaska Native professionals. The student internships are designed to give potential Federal employees hands-on experience in the Federal service. This program also provides an excellent opportunity for individuals from an underrepresented group in the population to learn about the opportunities, challenges and rewards of the Federal service. Students earn college credit to transfer back to home school. WINS internships are for eight weeks, beginning in early June and ending in early August. The WINS Program is also offered in the spring and fall.

Eligibility:

In order to participate in WINS, an applicant must be an American Indian or an Alaska Native, an undergraduate or a graduate student enrolled in a tribal college or university, and in good academic standing. WINS typically provides four applicants for each position requested by the participating department/agency. Thus, all final selection decisions are made by the requisite department/agency.

Program Costs:

Agencies pay \$8,500 per intern to participate in the WINS program. The cost covers: the intern's tuition, round trip travel to Washington, DC; local transportation; housing; a meal plan; costs associated with social and cultural activities and a stipend of \$200 per week. All expenses are paid for by government grants and by American University.

Conversion:

There is no option for interns in the WINS program to convert to a career conditional appointment. However, they may apply for Outstanding Scholar or other appointments.

Appointment Authority: Executive Order 13021

Contact Information: WINS

American University
Tenley Campus
4400 Massachusetts Avenue, NW
Washington, DC 20016-8083
Telephone: 1-800-853-3076 (toll-free)
or (202) 885-5934
Fax : (202) 895-4882
E-mail: wins@american.edu
Web link: <http://www.american.edu/wins/>

PART III

**EMPLOYMENT OF PEOPLE
WITH DISABILITIES**

COMPUTER/ELECTRONIC ACCOMMODATIONS PROGRAM (CAP)

Program Overview:

CAP's mission is to provide assistive technology and accommodations to ensure people with disabilities have equal access to the information environment and opportunities in DoD and throughout the Federal government.

In October 2000, the National Defense Authorization Act granted CAP the authority to provide assistive technology, devices, and services to any department or agency in the Federal government upon the request of the head of the agency. Via this authority, CAP is the Federal government's centrally funded accommodations program, providing assistive technology solutions at no cost to the requesting agency. Much of CAP's success lies in the ability to provide reasonable accommodations to employees quickly and easily, which can increase employment and retention of employees with disabilities. Your partnership with CAP will help ensure an accessible future for people with disabilities.

CAP provides assistive technology as a form of reasonable accommodation to enable a qualified person with a disability to perform the essential functions of the job. CAP's scope is to provide the assistive technology used to modify the computer and telecommunication environment for federal employees with disabilities. By aligning itself with DoD Components and Federal agencies, promoting awareness, team building, and transformation, CAP ensures quality and timely support to achieve its mission and increase the representation and retention of people with disabilities in the Federal sector.

Services for HHS Employees:

The Department of Health and Human Services signed a partnership agreement with CAP in May 2003. This means that CAP services which involve providing employees with disabilities with assistive technology, devices, and training are available at no cost to HHS employees. Furthermore, CAP is able to provide needs assessments, demonstrations and group tours at its CAP Technology Evaluation Center (CAPTEC) at the Pentagon. To determine if CAP can be of assistance to you or an employee, please review CAP's website at www.tricare.osd.mil/cap.

Eligibility: All HHS employees with disabilities.

Appointment Authority: P.L. 99-506 and 100-542

(Continued)

Contacts:

HHS/CAP Partnership POC

If you have questions regarding the partnership or reasonable accommodation, please contact the CAP point of contact for the Department, Melanie Lott at melanie.lott@hhs.gov.

Computer/Electronic Accommodations Program (CAP) – Main Office

5111 Leesburg Pike, Suite 810

Falls Church, VA 22041

(703) 681-8813 (Voice)

(703) 681-0881 (TTY)

(703) 681-9075 (Fax)

cap@tma.osd.mil (E-Mail)

CAP Technology Evaluation Center (CAPTEC)

The Pentagon, Room 2A259

(703) 693-5160 (Voice)

(703) 693-6189 (TTY)

Michael.Young@tma.osd.mil (E-Mail)

HIRING PEOPLE WITH MENTAL RETARDATION

Program Overview:

The program is designed to promote the inclusion of individuals with mental retardation into the Federal workforce. Persons who are mentally retarded usually possess valuable and marketable skills. With placement that focuses on their strengths, these individuals can become productive members of the workforce.

Eligibility:

Persons entering the Federal workforce under this Schedule A appointment need to be certified by the Veterans Administration or state Vocational Rehabilitation agency. Federal agencies can use state and local vocational rehabilitation agencies specializing in the treatment and rehabilitation of people with mental retardation as a resource for finding and identifying certified job-ready applicants. Other institutions which may have job-ready applicants are educational institutions, charitable organizations, religious institutions and other organizations that specialize in training and assisting people with mental retardation.

Agencies may use local directories to identify state and local rehabilitation agencies and other organizations that deal with the employment of people with mental retardation.

Conversion:

Persons hired under Schedule A appointment authority qualify for conversion to competitive status upon completion of two years of satisfactory performance.

Appointment Authority: Schedule A, 5 CFR 213.3102 (t) and 315.709

Contacts: OPDIV Servicing Personnel Offices
Selective Placement Coordinators
Disability Program Managers
State and Local Rehabilitation Agencies

HIRING PEOPLE WITH SEVERE PHYSICAL DISABILITIES

Program Overview:

This appointment authority is designed to promote greater access to Federal employment for those individuals who have various severe physical disabilities. By making reasonable accommodations, a greater number of persons with disabilities can be brought into the workforce to lead productive and rewarding lives. The authority is designed to create a more adaptive and flexible provision for hiring persons with severe physical disabilities. As Federal agencies compete for new hires, people with disabilities will be recognized as a relatively untapped resource. Also, with the inclusion of older individuals returning to the workforce as well as the retention of current employees beyond typical retirement years, more current Federal employees will experience disability issues themselves.

Persons with severe physical disabilities are a diverse group, with disabilities caused by a wide variety of conditions that can occur from birth to anytime thereafter. The targeted disabilities are: deafness, blindness, partial paralysis, complete paralysis, missing limbs, distortion of limbs or spine, mental illness, mental retardation, and convulsive disorders.

There are two different Schedule A appointing authorities available to hire people with severe physical disabilities for employment.

Option 1 – Leading to Continuing Positions:

This program is designed to help qualified people with physical disabilities obtain employment in positions consistent with their level of skills and abilities, at grades GS-1 to GS-15 or under the Federal Wage System

Eligibility: Persons may be appointed if (1) they have already demonstrated their ability to perform the position duties satisfactorily on a temporary trial appointment or (2) they have been certified by counselors of State Vocational Rehabilitation Agencies or the Department of Veterans Affairs as likely to succeed in the performance of the position duties.

Conversion: After completing two years of satisfactory performance, employees may be converted to appointments in the competitive service.

Appointment Authority: 5 CFR 213.3102(u) [Excepted Service] and 5 CFR 315.709

(Continued)

Option 2 – Time-Limited Positions:

This authority is designed to help qualified people with physical disabilities obtain time-limited employment in positions consistent with their level of skills and abilities at grades GS-1 to GS-15 or under the Federal Wage System.

Eligibility: Persons may be appointed when OPM has determined that examining is impractical.

Conversion: There is no provision under this authority for conversion to a permanent appointment when the time-limited appointment expires. However, conversion to appointments that lead to continuing positions, as described above, is possible.

Appointment Authority: 5 CFR 213.3102 (i)(3) [Excepted service] and 315.709

Contacts: OPDIV Servicing Personnel Offices
Selective Placement Coordinators
Disability Program Managers
State and Local Rehabilitation Agencies

HIRING PEOPLE WHO HAVE RECOVERED FROM PSYCHIATRIC DISORDERS

Program Overview:

This appointment authority is designed to employ persons in grades GS-15 and below who have recovered from psychiatric disorders and are ready to re-enter the workforce. These psychiatric disabilities may include anxiety disorders, depression, and other conditions which are treatable and can be accommodated. Persons with these conditions are to be integrated into the workforce with their specific needs accommodated as much as possible. Individuals who have recovered from these disorders may have an irregular employment history with gaps in employment. Special consideration should be given to recognize employment gaps as a normal characteristic of psychiatric disorders.

There are both continuing and time limited Schedule A hiring authorities available to hire people with psychiatric disabilities.

Option 1 – Leading to Continuing Positions:

This program is designed to help qualified people with psychiatric disabilities obtain employment in positions consistent with their level of skills and abilities, at grades GS-1 to GS-15 or under the Federal Wage System.

Eligibility: Persons may be appointed if (1) they have already demonstrated their ability to perform the position duties satisfactorily on a temporary appointment or (2) they have been certified by counselors of State Vocational Rehabilitation Agencies or the Department of Veterans Affairs as likely to succeed in the performance of the position duties.

Conversion: After completing two years of satisfactory performance, employees may be converted to appointments in the competitive service.

Appointment Authority: 5 CFR 213.3102(gg) [Excepted service] and 5 CFR 315.709

Option 2 – Time-Limited Positions:

This authority is designed to help qualified people with psychiatric disabilities obtain time-limited employment in positions consistent with their level of skills and abilities at grades GS-1 to GS-15 or under the Federal Wage System.

Eligibility: Persons may be appointed when OPM has determined that examining is impractical.

(Continued)

Conversion: There is no provision under this authority for conversion to a permanent appointment when the time-limited appointment expires. However, conversion to appointments that lead to continuing positions, as described above, is possible.

Appointment Authority: 5 CFR 213.3102 (i)(3) [Excepted service]

Contacts: OPDIV Servicing Personnel Offices
Selective Placement Coordinators
Disability Program Managers
State and Local Rehabilitation Agencies

HIRING READERS, INTERPRETERS AND PERSONAL ASSISTANTS

Program Overview:

The purpose of this excepted authority is to appoint readers, interpreters, and personal assistants to help employees with disabilities to perform their work. After one year of satisfactory service, if the employee with a disability wishes to retain the service, these assistants may qualify for conversion to permanent status. One key component of reasonable accommodation is to ensure effective communication with employees who have communication-related disabilities such as vision, hearing, or speech impairments. Agencies must provide appropriate “auxiliary aids and services” such as qualified sign language interpreters and trained readers. Positions may be filled on a full-time, part-time, or intermittent basis.

It is inappropriate for an agency to rely on the untrained co-workers of a person who is blind to act as a reader, or to rely on a co-worker to act as a sign language interpreter for a person who is deaf, unless the co-workers are qualified to do this work and it falls within their job descriptions. Readers and interpreters should be appropriately trained individuals who are able to provide daily and effective communication in an employment setting.

Eligibility:

The most important criteria is that the person with a disability be satisfied with the quality of service provided by the reader, interpreter, or personal assistant. Regardless of professional qualifications, unforeseen barriers can prevent effective service. For example, a reader may have an accent or voice quality that is distracting to the specific blind person using his/her services. Therefore, the preferences of the person with the disability is the primary consideration when selecting, contracting, and/or retaining a reader, interpreter, or personal assistant.

Readers:

Individuals hired as readers must be able to access information contained in otherwise inaccessible material and make it available to persons who are blind or have low vision. Some assistive technology such as screen readers or Braille displays may help reduce a vision impaired employee’s reliance on a trained reader.

Interpreters:

An individual is a qualified sign language interpreter if he/she can interpret competently, accurately, and impartially, both receptively and expressively, using any specialized terminology necessary for effective communication in the employment setting.

(Continued)

Conversion:

After one year of satisfactory service, as determined by the employee with a disability who is being served, a reader, interpreter, or personal assistant may qualify for conversion to permanent status.

Appointment Authority: Schedule A, 213.3102(II)

Contacts: OPDIV Servicing Personnel Office
Selective Placement Coordinators
Disability Program Manager

UNPAID WORK EXPERIENCE PROGRAM **FOR PEOPLE WITH DISABILITIES**

Program Overview:

Some people with disabilities have educational or skill qualifications, but no work experience. Others with recent disabilities have not worked since the disability occurred. The Unpaid Work Experience Program (UWEP) is designed to encourage Federal agencies to give these people an opportunity to obtain training and work experience. Therefore, the work assigned to the UWEP participant should be designed to facilitate his/her transition into the workforce.

The UWEP participant's work arrangement is established by a jointly developed written agreement between his/her state Vocational Rehabilitation (VR) job counselor and the agency. A format for the UWEP work agreement is at Appendix A. The agency should include a description of the specific tasks in which it will train the employee and name the individual who will be the direct supervisor. An agent for the VR, usually the job counselor, must sign the agreement to indicate concurrence that the training/work is designed to benefit the participant. The job counselor must also describe in the agreement any job counseling or equipment that will be provided by the state Vocational Rehabilitation agency.

The tour of duty, length and the training/work experience depend on the availability of the participant, the agency's needs, and the VR job counselor's recommendation. UWEP participants are not paid by the Federal agency, nor do they count against the employment ceiling. However, the agency does have a duty to ensure that the training and/or work experience contributes to the UWEP participant's preparation for paid employment. Once the agreed upon training or work experience is completed, the UWEP participant, his/her supervisor, and the VR job counselor need to discuss and agree on whether the participant is ready to seek/accept paid employment or if the UWEP agreement should be renewed.

Although there is no commitment for the agency to employ the UWEP volunteer at the completion of the work/training experience, if a vacancy should occur in the area in which the volunteer is engaged, he/she may be considered for the vacancy and hired through an excepted appointment or on a competitive basis.

Eligibility:

Each applicant for the UWEP must submit documentation from his/her state VR agency verifying that he/she is a VR client and is eligible for the program. A written agreement must be signed by officials of the host Federal agency and the state VR agency. The format for this agreement is at Appendix A.

(Continued)

Program Costs:

The UWEP program does not involve any costs to the Federal Government. UWEP participants do not receive a salary and do not count against employment ceilings

Conversion:

Although there is no commitment for the agency to employ the UWEP volunteer at the completion of the work/training experience, if a vacancy should occur in the area in which the volunteer is engaged, he/she may be considered for the vacancy and hired through an excepted appointment or on a competitive basis.

Authority: 5 CFR 308 and 29 USC 791(e)

Contacts: OPDIV Servicing Personnel Offices
Selective Placement Coordinators
Disability Program Coordinators

THE WORKFORCE RECRUITMENT PROGRAM FOR COLLEGE STUDENTS WITH DISABILITIES

Program Overview:

The objective of the Workforce Recruitment Program for College students with Disabilities (WRP) is to provide summer work experience and full-time employment for college students and recent graduates with disabilities. [The program encourages the development of partnerships with other Federal agencies, each of whom commit to provide a number of summer jobs and a staff recruiter]. The WRP is co-sponsored by the Office of Disability Employment Policy, U.S. Department of Labor and the Department of Defense. The Department of Health and Human Services (HHS) is one of several Federal agencies who have partnerships with the WRP. HHS is represented on the WRP Steering Committee provides recruiters, and hires candidates in the program.

Each year, Federal recruiters interview about 1,000 students and recent graduates with disabilities at colleges and universities across the country and develop a data base listing the qualifications of each student. This data base is available on CD-ROM to employers at no cost. Employers may search the data base by job category and geographic location to identify qualified applicants for job openings. Each search will generate a profile of a candidate which includes academic and demographic data, contact information and recruiter comments. Employers are free to conduct their own interview with the candidates, and are under no obligation to hire.

Eligibility: Candidates to the WRP include both undergraduate and graduate students with disabilities and represent all majors and many levels of experience. WRP candidates must be U.S. citizens.

Conversion:

The majority of candidates accepted into the WRP [do not need to be converted and] may directly be offered permanent employment at the end of the summer internship. Candidates who are accepted into the program on a Schedule A excepted [service] appointment (if they qualify), may be converted to the competitive civil service after successfully completing two years of employment [summer internship].

Cost:

Federal government departments/agencies and private sector employers hire interns. In addition, interns are responsible for transportation to their placement site, local transportation, meals and housing. Upon request, however, the WRP reserves housing for Washington, DC interns.

(Continued)

Appointment Authority: Various Appointing Authorities (See Personnel Office)

Contact Information: WRP Coordinator at the Office of Disability
Employment Policy
200 Constitution Avenue, NW, Room S-1303
Washington, DC 20210
Telephone: 202-693-7880 (voice)
(202) 683-7881 (TTY)
(202) 693-7888 (Fax)
E-mail: kavitz.betsy@dol.gov or
Melanie.Lott@hhs.gov
Web link:
<http://www.dol.gov/odep/pubs/brochures/wrp1.html>

PART IV

EMPLOYMENT OF VETERANS

DISABLED VETERANS ENROLLED IN VETERANS ADMINISTRATION TRAINING PROGRAMS

Program Overview:

This authority is used to hire veterans with disabilities who are enrolled in the Department of Veterans Affairs (VA) vocational rehabilitation program. The veterans may enroll for training or work experience at an agency under the terms of an agreement between the agency and the VA. While enrolled in the VA program the veterans are not Federal employees for most purposes, but are beneficiaries of the VA. Upon successful completion, the host agency and the VA will give the veteran a Certificate of Training showing the occupational series and grade levels of the positions for which he/she has been trained.

Eligibility:

Must be a disabled veteran enrolled in a VA Training program.

Conversion:

The Certificates of Training allows any agency to appoint the veteran noncompetitively to the position or class of positions for which trained and allows for conversion to permanent status at any time.

Appointment Authority: 5 CFR 315.604

Contacts: OPDIV Servicing Personnel Offices
Selective Placement Coordinator
Disability Program Managers

HIRING VETERANS **WITH A DISABILITY OF 30% OR MORE**

Program Overview:

Federal agencies may give a noncompetitive temporary appointment of more than 60 days or a term appointment to any veteran who has a service-connected disability of 30 percent or more. This authority covers all grade levels and occupations.

Eligibility:

To be eligible, the veteran must have a compensable service-connected disability of 30 percent or more. The disability must be officially documented by the Department of Defense or the Department of Veterans Affairs, and dated within the past 12 months. There is no grade level limitation for this authority, but the appointee must meet all qualification requirements.

Conversion:

The agency may convert the employee, without a break in service, to a career-conditional appointment at any time during the employee's temporary or term appointment. Upon completion of probation, a veteran converted under this provision automatically acquires competitive status.

Appointment Authority: 5 U.S.C. 3112; 5 CFR 316.302(b)(4), 316.402(b)(4) and 315.707

Contacts: OPDIV Servicing Personnel Offices
Selective Placement Coordinators
Disability Program Managers

VETERANS' RECRUITMENT APPOINTMENT (VRA) **AUTHORITY**

Program Overview:

The VRA is a special authority by which agencies may, if they wish, appoint an eligible veteran without competition to any grade level through GS-11 or equivalent. The candidate does not have to be on a list of eligibles, but must meet the basic qualification requirements for the position. The VRA is a convenient method of appointment for both the agency and the veteran. However, use of the authority is entirely discretionary and no one is entitled to a VRA appointment.

Eligibility:

The following individuals are eligible for a VRA appointment:

- Disabled veterans;
- Veterans who served on active duty in the Armed Forces during a war declared by Congress, or in a campaign or expedition for which a campaign badge has been authorized;
- Veterans who, while serving on active duty in the Armed Forces, participated in a military operation for which the Armed Forces Services Medal was awarded; and
- Veterans separated from active duty within the past 3 years.

There is no minimum service requirement, but the individual must have served on active duty, not active duty for training.

Conversion:

VRA appointees are in the excepted service. They may be converted to the competitive service after two years of satisfactory service. (5 CFR 315.705 and 5 CFR 307.102)

Please note, however, that a veteran may be employed without competition on a temporary or term appointment based on VRA eligibility. Such an appointment is not a VRA appointment and does not lead to conversion to a permanent position.

Appointment Authority:

38 U.S.C. 4214; Pub. L. 107-288; 5 CFR Part 307; 5 CFR 752.401 (c)(3)

Contact:

OPDIV Servicing Personnel Offices

Selective Placement Coordinators

Web link: <http://www.opm.gov/veterans/html/vetguide.asp>

VOCATIONAL REHABILITATION AND EMPLOYMENT (VR&E) PROGRAM

Program Overview:

The VA's VR&E program is a national employment resource to provide customized employee solutions. The program provides trained, educated and/or experienced disabled veterans in line with HR requirements. The VR&E Program utilizes several programs that afford employers financial benefits and/or incentives. One such program is the Non-Paid Work Experience Program.

VR&E Non-Paid Work Experience Program: A veteran is placed in a local, state, or Federal government office. The placement does not count against the agency's FTE and the agency does not pay the veteran. VR&E pays the veteran monthly subsistence allowance while the veteran is participating in the program. During the placement, the veteran works towards gaining and/or strengthening particular skill sets. Though the office is under no obligation to hire the veteran, the goal of this program is the veteran obtaining full time, permanent employment in the office where he/she is placed or a similar office.

Eligibility:

In order to receive services or to be Entitled under Chapter 31, Vocational Rehabilitation, a veteran must be determined to have an employment handicap or serious employment handicap.

Contacts: Irene Pederson, Employment Specialist
Telephone: (202) 273-5923
Email: Irene.Pederson@vba.va.gov
Web link: http://www.vba.va.gov/bln/vre/voc_rehab.htm

Contact National Coordinator to List Jobs with VR&E:
Irene.Pederson@vba.va.gov

APPENDIX A

Agreement Format for Unpaid Work Experience for Clients of State Vocational Rehabilitation Agencies

AGREEMENT TO PROVIDE WORK EXPERIENCE

The (Federal agency) hereby agrees to provide (name of enrollee), a client of (State agency concerned with his/her rehabilitation) with orientation, training and/or work experience in (brief description of major duties). This training is not designed to enable (enrollee) to accept an appointment to such a position when this work period is completed, but is designed to allow enrollee to experience this type of work as part of an approved/individualized plan of rehabilitation. There is no commitment on the part of the (Federal agency) to employ (enrollee) at the completion of the training/work experience. However, should a vacancy occur for which the enrollee is engaged in training, consideration will be given to hiring this enrollee for that vacancy, through an appropriate competitive or excepted appointment avenue.

The training and/or work experience will be used by (State agency concerned with enrollee's rehabilitation) to: (a statement of purpose set forth by State agency as described by enrollee's rehabilitation plan). The (State agency) will provide (list the supplies and services the state agency will provide enrollee during this work experience). (Enrollee) is reasonably qualified to do the type of work required because (a brief statement of enrollee's qualifications).

This work experience will begin (day, month and year) and will continue until (day, month and year) : (Enrollee) will work at (location of work site) from (hours of work) to (hours of work) on (days of week) during the work experience period. (Enrollee) will be expected to be able to perform some or all of the duties specified in attachment A.* (Enrollee)'s work will be supervised by (name of supervisor).

(The Enrollee) will not be used to displace any employee of impair existing contracts for services and will not be paid by (Federal agency) for this work experience.

We the undersigned have read and agree with the provisions stated above.

(Signature lines for all above mentioned parties, including title of each)

*Attachment A to the agreement is cited for illustration but not included here since it would be a job description focusing on specific training or work experience for a specific job.

APPENDIX B

USA JOBS – The Official Job Site of the U.S. Federal Government
<http://www.usajobs.gov>

RESOURCES FOR STUDENTS

Student Employment Programs
<http://www.studentjobs.gov/>

HHS Employment Opportunities for Students
<http://www.hhs.gov/careers/students.html>

RESOURCES FOR PEOPLE WITH DISABILITIES

Accessing Opportunity
<http://www.opm.gov/employ/disabilities/plan/fp01.htm>

Federal Employment of People with Disabilities
<http://www.opm.gov/disability/>

The New Freedom Initiative's Online Resource for Americans with Disabilities
<http://disabilityinfo.gov>

People With Disabilities in the Federal Government: An Employment Guide
http://www.opm.gov/disability/8-03_employeeeguide.asp#HiringOptions

RESOURCES FOR VETERANS

Hire Vets First – A comprehensive career website for hiring veterans of America's military.
<http://www.hirevetsfirst.gov/>

USERRA Resource Guide – provides a simplified guide to the USERRA law, which states that a person who leaves a civilian job to perform military service may be entitled to return to his/her civilian job after discharge or release from military obligation.
<http://www.dol.gov/elaws/userra.htm>

U.S. Department of Labor Veterans' Employment and Training Service
<http://www.dol.gov/vets/welcome.html>

U.S. Office of Personnel Management VetGuide
<http://www.opm.gov/veterans/html/vetguide.asp>



U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Program Support Center
Office of Equal Employment Opportunity